



**CITY OF DANIA BEACH
DEPARTMENT OF HUMAN RESOURCES &
RISK MANAGEMENT**

TO: Honorable Mayor Walter Duke
Honorable Vice-Mayor Chickie Brandimarte
Honorable Commissioner Bobbie Grace
Honorable Commissioner Albert Jones

FROM: Robert Baldwin, City Manager

BY: Jacquelyn Beauzil, Human Resources Manager

DATE: May 23, 2014

SUBJECT: **Annual Conference – Florida Public Human Resources Association**

The Florida Public Human Resources Association (FPHRA) is holding their annual conference this July in Marco Island, FL. Human Resources requests Commission approval to allow HR Assistant Kristin Milligan to attend.

It is important that Human Resources have representation at this conference to keep the department up-to-date on important and ever-evolving HR topics including healthcare reform, privacy standards, strategic planning, recruitment, whistleblowing, retirement, and social media policies.

The following is a summary of the cost of the conference:

Estimated cost of conference: \$1,142.00

Sufficient funding to attend this conference is available in account #001-1301-513-40-10 in the approved Human Resource budget.

I recommend Commission consideration and approval to allow our Human Resources representative to attend this annual conference.



**CITY OF DANIA BEACH
PRE-APPROVED CONFERENCE OR TRAINING AUTHORIZATION/RECONCILIATION**

EMPLOYEE: Kristin Milligan DEPARTMENT: 1300- Human Resources

LOCATION: Marco Island, FL TRIP/TRAINING DATE: 7/13/2014 - 7/16/2014

PURPOSE: Attend the Florida Public Human Resources Association Conference entitled
The Changing Tides of HR

Overnight Out of State Air Travel


TRAVEL EXPENSES ESTIMATED: (Policy #F-2006-1000)

REVIEW COURSE FEES (attach conference brochure)	\$ 285.00
LODGING (# of nights <u>3</u>)	<u>557.70</u>
MEALS (per diem)	<u>213.50</u>
OTHER INCIDENTAL EXPENSES:	
TRANSPORTATION	<u>55.00</u> (gas/tolls)
EXAM FEES	<u> </u>
OTHER TRANSPORTATION	<u>30.00</u> (parking)
SUPPLIES/MATERIALS	<u>-</u>
TOTAL ESTIMATED EXPENSES:	\$ 1,141.20

This seminar is required for: Certification General Training
 License Other _____

Note any overnight or out of state travel events attended in the last 12 months:
_____ N/A _____

Employee Signature: _____


Department Director

TRAVEL AUTHORIZATION:
 5/23/14
Finance Director


City Manager

If payment is made through City's credit card, please indicate "credit card" under "Date" Column

	Check Payee:	Amount:	Date:	RECONCILIATION	
				Actual	Differences
Registration:	FPHRA	\$ 285.00	Credit Card		
Lodging:	Marriott Marco Island	557.70	Credit Card		
Transportation:	Kristin Milligan (reimb. w/receipts)	55.00			
Traveler:	Kristin Milligan (per diem)	213.50			
Others:	-	-			
Account #:	001-1301-513-40-10	\$ 1,111.20			

Name: Kristin Milligan
Location: Marco Island, FL
Purpose: FPHRA Annaul Conference

M&IE

IRS Pub 1542 \$61.00 (obtain from Per diem form on City's Intranet)

	*7/13/2014	7/14/2014	7/15/2014	7/16/2014	Total Actual
Meal Provided:					
Per Diem	\$ 61.00	\$39.65	\$61.00	\$51.85	\$ 213.50
Lodging					-
Gas/Tolls	27.50			27.50	55.00
Review Course					-
Exam Fees					-
					\$ 268.50

Lunch Incl.

Breakfast Incl.

*** Travel day**

per diem reductions
 Breakfast (B) 15% **\$9.15**
 Lunch (L) 35% **\$21.35**
 Dinner (D) 50% **\$30.50**



"THE CHANGING TIDES OF HR"



FPHRA 78th Annual Conference Conference Registration Form

Marco Island Marriott Beach Resort, Golf Club & Spa
400 South Collier Boulevard
Marco Island, FL 34145

July 14 – July 16, 2014

Please view Conference and Resort information on the
FPHRA website at www.fphra.org

Reservations: 1-239-394-2511 or 1-800-228-9290
Mention: FPHRA Conference

Please print clearly in block letters or type: (Complete a separate form for each registrant)

Full Name: Last Milligan First Kristin MI

Title: HR Assistant / Safety Coordinator Preferred name (for badge):

Employer: City of Dania Beach

Address: 100 N Dania Beach BLVD Dania Beach

City: Dania Beach State: FL Zip: 33004

Telephone: 954-924-6800x3630 Fax: 954-924-6814 e-mail: KMilligan@ci.dania-beach.fl.us

Are you a: First-time attendee? Past President? Honorary Lifetime Member?

Conference Registration Fees

Full Conference Registration		<i>(Includes all conference and social activities)</i>		
		Member	Non-Member*	
Regular	(Paid on or prior to June 13, 2014)	\$285.00	\$335.00	\$ <u>285</u>
Late	(Paid after June 13, 2014)	\$335.00	\$385.00	\$ _____

Daily Conference Registration		<i>(Except for the Monday luncheon, does not include social activities. Purchase optional social event tickets below.)</i>		
		Member	Non-Member	
Monday	<i>(Includes luncheon)</i>	\$ 135.00	\$160.00	\$ _____
Tuesday		\$ 120.00	\$145.00	\$ _____
Wednesday		\$ 100.00	\$125.00	\$ _____

Optional Tickets - Social Events for Daily Conference Attendees or Guests

Sunday	<i>(Reception)</i>	# _____ @	\$55.00=	\$ _____
Monday	<i>(Luncheon)</i>	# _____ @	\$55.00=	\$ _____
Tuesday	<i>(Beach Party) (Adult)</i>	# _____ @	\$25.00=	\$ _____
Tuesday	<i>(Beach Party) (Child under age 18)</i>	# _____ @	\$10.00=	\$ _____
Wednesday	<i>(Breakfast)</i>	# _____ @	\$50.00=	\$ _____
Spouse/Guest	<i>(All Social activities)</i>	# _____ @	\$185.00=	\$ _____
Total				\$ _____

Guest Name(s) Last _____ First _____

*Includes FPHRA membership dues for 2013-2014.

Special dietary restrictions/special accommodations or needs: Please attach instructions.

Cancellation Policy: Full refund will be made provided that written notice is postmarked no later than June 13, 2014. Requests for refunds after that date shall be subject to a \$50.00 cancellation fee. Substitution is permitted.



"THE CHANGING TIDES OF HR"



NAME OF REGISTRANT: Kristin Milligan

PAYMENT INFORMATION

Check Payment

Please make checks payable to: FPHRA - (Tax ID#592808589)
Please mail completed Conference Registration Form and check to:

FPHRA
401 East Las Olas Blvd, #130-452
Fort Lauderdale, Florida 33301

Credit Card Payment

Please scan and e-mail or fax the completed Conference Registration form and this Payment Information form to Andy Brooks, Treasurer at abrooks@casselberry.org or fax 407-262-7764.

MasterCard Visa
(American Express and Discover Cards are not accepted)

Please print or type: _____

Name as appears on credit card bill:
Jacquelyn Whiting Beauzil

Billing Address:
100 W Dania Beach BLVD

City: Dania Beach State: FL Zip: 33004

Daytime Telephone: 954-924-6800 x3608 e-mail: K.Milligan@ci.dania-beach.fl.us

Card #: 4715 2900 1324 4640 Security Code: 689 Exp. Date: 02/2016

Signature: [Handwritten Signature]

If you have questions or need assistance, please contact:
Andy Brooks, 2013-14 Treasurer abrooks@casselberry.org
Phone: 407-262-7700, Ext 1150 Fax: 407-262-7764

Cancellation Policy: Full refund will be made provided that written notice is postmarked no later than June 13, 2014. Requests for refunds after that date shall be subject to a \$50.00 cancellation fee. Substitution is permitted.



Marco Island Marriott Beach Resort

Marco Island, Florida
July 11, 2014 - July 16, 2014

Reservation Summary

Marco Island Marriott Beach Resort

Acknowledgement #: 327S8MX7

Convention Resort Guest Room

Check-In:	07/13/2014
Check-Out:	07/16/2014
Room charges (USD):	507.00
Taxes (USD):	50.70
Total (USD):	557.70

Enhance your event experience with these tools:

Reservation Tools

- [Add to Calendar](#)
- [Email Itinerary](#)
- [Print Version](#)
- [Change Reservation](#)
- [Cancel Reservation](#)

Bookmark this Page

Location

[Show Map](#)

Event Hotel



Florida Public Human Resources (FPHRA)
400 South Collier Boulevard
Marco Island, FL 34145
US

Weather

[Show Weather](#)

We are now accepting hotel reservations for our upcoming event. Through this website you can book, modify or cancel your hotel reservations at any time and receive updated information about the event. We look forward to seeing you!

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[Supported Browser](#)
9.15-150-041514-PRB23A



Florida Public Human Resources Association

Florida's Resource for Public Sector Human Resources

"The Changing Tides of HR"

SUBJECT: Call to Conference

On behalf of the FPHRA Executive Board and YOUR Host Committee, we are pleased to announce the convening of the 78th Annual Conference on Marco Island at the beautiful Marco Island Marriott Beach Resort, Golf Club and Spa.

The Pre-Conference will kick-off at 8:20 am, July 12 with a warm welcome by the Association's President, Vickie Strickland. That will be followed by a brief discussion on the FPHRA Certification/Recertification programs by Sandra Wilson, Pre-Conference Director. The topics for the pre-conference are: 1) Foundation of HR in the Public Sector which is normally attended by first-time conference attendees, 2) Masters Program with more advanced topics than the foundation program, and 3) Benefits and Healthcare Reform.

On Sunday evening Vickie will host the President's Reception from 6:30 to 7:30 pm on the Sunset Terrace South. The main conference will then commence at 8:00 am, Monday, July 14. For information on the topics to be covered during the pre-conference and conference please see the enclosed agendas.

Also enclosed are the pre-conference and conference registration forms. Please complete them and submit to Andy Brooks, Association Treasurer at the earliest possible date.

Lastly, please make your hotel reservations with the Marco Island Marriott Beach Resort, Golf Club and Spa by calling 1-239-394-2511 or 1-800-228-9290. When doing so please mention you will be attending the FPHRA conference to receive the conference room rate of \$169.00 per night. There will also be a special conference rate of \$10.00 per night for self-parking. Those desiring to use valet parking will incur a charge of \$20.00 per night.

We look forward to seeing you in July!

Your Host Committee Co-Chairs

Lydia Storck
lydiastorck@aol.com

Tom Neal
tomneal.fphra@aol.com

Enclosures

401 East Las Olas Blvd. #130-452, Ft. Lauderdale, FL 33301

2014 FPHRA CONFERENCE AT A GLANCE: Marco Island

SUNDAY July 13, 2014 5:30 1st Time Attendees - Hosted in the Hospitality Suite, By Invitation, followed by the President's Reception 6:30 – 7:30 in the Sunset Terrace South. Drinks and H'orderves will be served.

	Monday, July 14, 2014	Tuesday, July 15, 2014		Wednesday, July 16, 2014	
7:00 AM	Registration				
7:30 AM	CONTINENTAL BREAKFAST - EXHIBITS OPEN				
	General Session Room:	Breakout Session A Room:	Breakout Session B Room:	General Session Room:	
8:00 AM	Welcome Vickie Strickland FPHRA President	8:00 AM Candy Whirley "Bridging the Gap, Managing Genders, Generations & Genetics"	Jacqueline Cosentino FL Dept of Veteran's Affairs "Giving Veteran's their Rights"	8:30 AM	Breakfast Buffet
		9:00-9:10 Transition	Transition		
8:15 AM	Opening Remarks City Manager Roger Hernstadt Marco Island	9:10 AM Hon. Thomas Epsky State of Florida Reemployment Assistance Appeals Commission "Employee Misconduct vs. Poor Performance, What You Need to Prove a Reemployment Assistance Case "	Diane Harris FL Dept of Children and Family Services "Level II Background Checks and what you need to know"	9:00 AM	William Grob & Dee Anna Hays Ogletree, Deakins, Nash, Smoak, & Stewart, P.A. "Facebooking Employees may be LinkedIn to Liability for Employers"
8:30 AM	Keynote Candy Whirley "It Takes 4 to Tango"				
10:00 AM	Break/Exhibits	10:15 - 10:30 AM Break/Exhibits	Break/Exhibits	10:30 AM	FPHRA Annual Business Meeting (All members/ attendees)
10:15 AM	The Game of HR Jeopardy Team Jeopardy Who will be the winning HR Team? Test your Knowledge, and win a prize	10:30 AM	Michael Mattimore Managing Partner Allen, Norton & Blue "Unravel the ADA, AAA mystery"	11:45 AM Kate Grangard, CFO Gehring Group "PPACA - What Employers need to Know NOW"	Grand Prize Drawing (Must be present)
				12:00 PM	Closing Remarks/Adjourn
11:45 AM	Transition/Exhibits	11:40 AM	Transition/Exhibits	Transition/Exhibits	See you next year in Ft. Lauderdale!
12:00 PM	FPHRA Awards Luncheon	12:00 PM	Lunch on Your Own		
1:30 PM	Gehring Group & Ben Conley Seyfarth Shaw LLP "HIPAA Privacy and Security Compliance"	1:10 PM Heather Lueke Smith, P.A. "Stop Snitchin': An HR Professional's Guide to Whistleblower and Retaliation Law."	Barbara Cheives, Pres. Converge & Associates Consulting "The Culture on Customer Service"		
		2:15-2:20 Transition	Transition		
2:45 PM	THE FPHRA WEB Where Do I Find That? I can do that? Email/Resources/Forms Do much more..... Tom Masters, Evergreen Solutions	2:20 PM Phil Rosenberg The HR Doctor "Onboarding and Orientation, Two big "O"s"	David Kornreich Fisher & Phillips, LLP "Telecommuting, Electronic Signatures & Travel Time"		
3:30 PM	Break & Refreshments/Exhibits	3:30-3:55	Break & Refreshments/Exhibits/Raffles		
3:45 PM	Jeff Ling, Executive VP Evergreen Solutions "Aligning HR as a Strategic Partner"	4:00 PM Jeff Petrone Sageview Advisory Group & Mike Meredith Willis "Retirement Avenues using 125 funding"	Richard Kaufman Aon Hewitt "Health Care Strategy and the Exchange"		
5:00 PM	Adjourn	5:15 PM	Adjourn		
		6:30 PM	Beach Party Sunset Terrace South Beach Attire & Flip Flops a must		

TOPIC DESCRIPTION:

“It Takes 4 to Tango” – Candy Whirley

Candy will take you through a brilliant exploration of behavioral styles that will make you think, laugh, even dance... and recognize your true self and others. You'll also learn to overcome personality differences that lead to problems like communication breakdown, negotiation letdown, and delegation fall-down by learning the secrets to connecting and partnering with other personality styles.

“HIPAA Privacy and Security Compliance” – Ben Conley & Gehring Group

“We aren't in the health care business, so why do we need to know about HIPAA Privacy Compliance?” After this presentation, you will know why and what you need to do for you and your employer to be compliant and the do's and don'ts of HIPAA.

“The FPHRA Web...” – Tom Masters

The FPHRA website will have a fresh new look and with that, new areas of interest. How to get questions answered and see what members are doing. Look at the conference information of past and see what regional events you can attend.

“Aligning HR as a Strategic Partner” – Jeff Ling

Over the last decade, the role of HR has transformed from gatekeeper to strategic partner in many private organizations. The change in status not only increased HR's role in the success of the organization, but created opportunities to improve the alignment of people and processes. Today, greater numbers of public organizations are considering how best to implement this transition. This session will explore the structure, capability, and interaction changes necessary to be prepared for these important changes. Attendees will leave the session with not only a solid understanding of the paths to change, but a check list to facilitate this move in their own organization.

“Bridging the Gap, Managing Genders, Generations & Genetics” – Candy Whirley

This presentation will enable participants to recruit and manage top candidates by learning the differences between generations X, Y, Boomers, and Matures, and their work habits and goals. Candy will also share her knowledge of gender differences in order to help participants understand that there is truly a difference in communication and conflict management.

“Giving Veteran's their Rights” – Jacqueline Cosentino

Knowing and understanding the changing rules and laws regarding veteran's rights and how to apply those rights in the workplace. If you are not up on Veteran's rights, you will have an understanding and know what to implement.

“Employee Misconduct vs. Poor Performance, What You Need to Prove a Reemployment Assistance Case” – Honorable Thomas Epsky

Do you know how your unemployment costs are being charged to your employer? Do you wish you knew the secrets to winning that reemployment hearing? Well, if you want to uncover these mysteries and much more, come listen to an insider's trade secrets....

“Level II Background Checks” – Diane Harris

Are Level II background checks necessary? Do we need to do them every year? Who gets them and who doesn't? Are these questions some of the ones that run through your organization when it comes to background checks? If so, you need to listen to this presentation so you will know the answers.

“Unravel the ADA/AAA Mystery” – Michael Mattimore

Do reasonable accommodations have you rethinking what is essential or not? Have you updated your job descriptions and your policies to allow your employees to request a reasonable accommodation? Do you know the difference between having the employee tell you they are disabled or viewing someone as disabled?

“PPACA – What Employers need to know NOW” – Kate Grangard

Does healthcare reform have your head spinning? Kate will break down what you need to concentrate on right now and what you expect for the future.

“Stop Snitchin’: The HR Professional’s Guide to Whistleblower and Retaliation law– Heather Lueke Smith

Whistleblower and retaliation law is one of the stickiest issues facing HR Professionals. This presentation will give you a comprehensive look at both the Federal Codes and State Statutes on whistleblowers and retaliation. It will help you answer the common questions: “What makes someone a whistleblower?” “Which actions constitute retaliation?”

“The Culture on Customer Service” – Barbara Cheives

Excellent customer service is made, not born. More than what you say or do, it means meeting the customers expectations. Those expectations are often based in culture. For your organization to excel at service, it is imperative that you work to gratify the internal as well as the external customer.

“Onboarding and Orientation, Two big “O”s” – Phil Rosenberg

Finding and keeping talent in your organization has become a business. With choices starting to open for candidates again, it should be every organizations focus to be new employees are well cared for. How personal is your process and more importantly, how effective is it?

“Telecommuting & Electronic Signatures” – David Kornreich

Have you given thought to employees doing work from home? The work environment has changed with the advancements of technology and the ability to access information. What are the risks and rewards with telecommuting? Are documents really acceptable with electronic signatures? Are they as good as the paper they are not written on?

“Retirement Avenues using 125 Funding” – Jeff Petrone and Mike Meredith

It’s never too early to start to shelter money for a rainy day or retirement. With so many options available to public sector employees, it can be a maze of choices to sort through. Which ones are the most beneficial and which ones are you able to utilize within your organization and current benefits package?

“Facebooking Employees many be LinkedIn to Liability for Employers” – William Grob and Dee Anna Hays

This presentation provides a “status update” regarding the impact of social media on employment law issues, including how public employers should address misconduct revealed through the constantly updating world of social media. We will examine scenarios from recent cases addressing when employment decisions may be taken based on social media activity, new confidentiality issues, and how social media postings can directly affect litigation. LOL. We will also survey the National Labor Relations Board’s continued undue scrutiny in the social media arena and discuss how policies should be drafted to avoid getting tagged. TMI? Keep in mind, you are what you Tweet.



Trip to:

400 S Collier Blvd

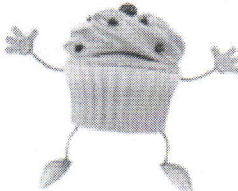
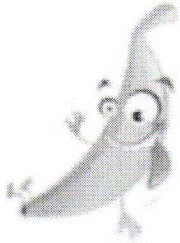
Marco Island, FL 34145-5304

116.49 miles / 1 hour 53 minutes

Notes









**Which "Carb" Kills
your Blood Sugar?**

Click To Reveal #1 Worst Carb EVER
(Don't Eat This!)

FixYourBloodSugar.com

	100 W Dania Beach Blvd, Dania Beach, FL 33004-3643	Download Free App
	1. Start out going east on W Dania Beach Blvd toward SW 1st Ave . Map	0.05 Mi 0.05 Mi Total
	 2. Take the 2nd right onto S Federal Hwy / US-1 S / FL-5 / FL-A1A . Map <i>S Federal Hwy is just past SW 1st Ave Mobil is on the corner If you are on E Dania Beach Blvd and reach FL-A1A you've gone a little too far</i>	0.2 Mi 0.3 Mi Total
	 3. Take the 2nd right onto Stirling Rd / FL-848 . Map <i>Stirling Rd is 0.1 miles past SW 1st St IHOP is on the corner If you are on S Federal Hwy and reach SW 3rd St you've gone about 0.1 miles too far</i>	1.1 Mi 1.4 Mi Total
	 4. Merge onto I-95 N toward W Palm Bch . Map	1.7 Mi 3.1 Mi Total
	5. Take the I-595 exit, EXIT 24 , toward Port Everglades / Ft Laud-Hlwd Int'l Airport . Map	0.3 Mi 3.4 Mi Total
	 6. Merge onto I-595 W via the ramp on the left toward I-75 . Map	12.6 Mi 16.0 Mi Total
	 7. I-595 W becomes I-75 N (Portions toll). Map	61.5 Mi 77.5 Mi Total
	8. Take the FL-29 exit, EXIT 80 , toward Everglades City / Immokalee . Map	0.3 Mi 77.8 Mi Total
	 9. Merge onto I-75 N / FL-84 W / Alligator Aly W / Everglades Pkwy W via the ramp on the left toward Everglades City . Map	21.0 Mi 98.8 Mi Total
	10. Take the County Hwy-951 exit, EXIT 101 , toward Naples / Marco Island / FL-84 . Map	0.4 Mi 99.2 Mi Total



11. Keep **left** to take the ramp toward **Naples / Marco Island / Rookery Bay Reserve / Edison College**. [Map](#) **0.07 Mi**
99.3 Mi Total



12. Turn **slight left** onto **FL-84**. [Map](#) **0.02 Mi**
99.3 Mi Total



13. Turn **left** onto **FL-84 / County Hwy-951 / Collier Blvd**. [Map](#) **0.09 Mi**
99.4 Mi Total



14. Stay **straight** to go onto **FL-84 / County Hwy-951 / Collier Blvd**. Continue to follow **County Hwy-951 / Collier Blvd**. [Map](#) **7.5 Mi**
106.8 Mi Total



15. Stay **straight** to go onto **Collier Blvd / FL-951 / County Hwy-951**. Continue to follow **Collier Blvd**. [Map](#) **9.7 Mi**
116.5 Mi Total

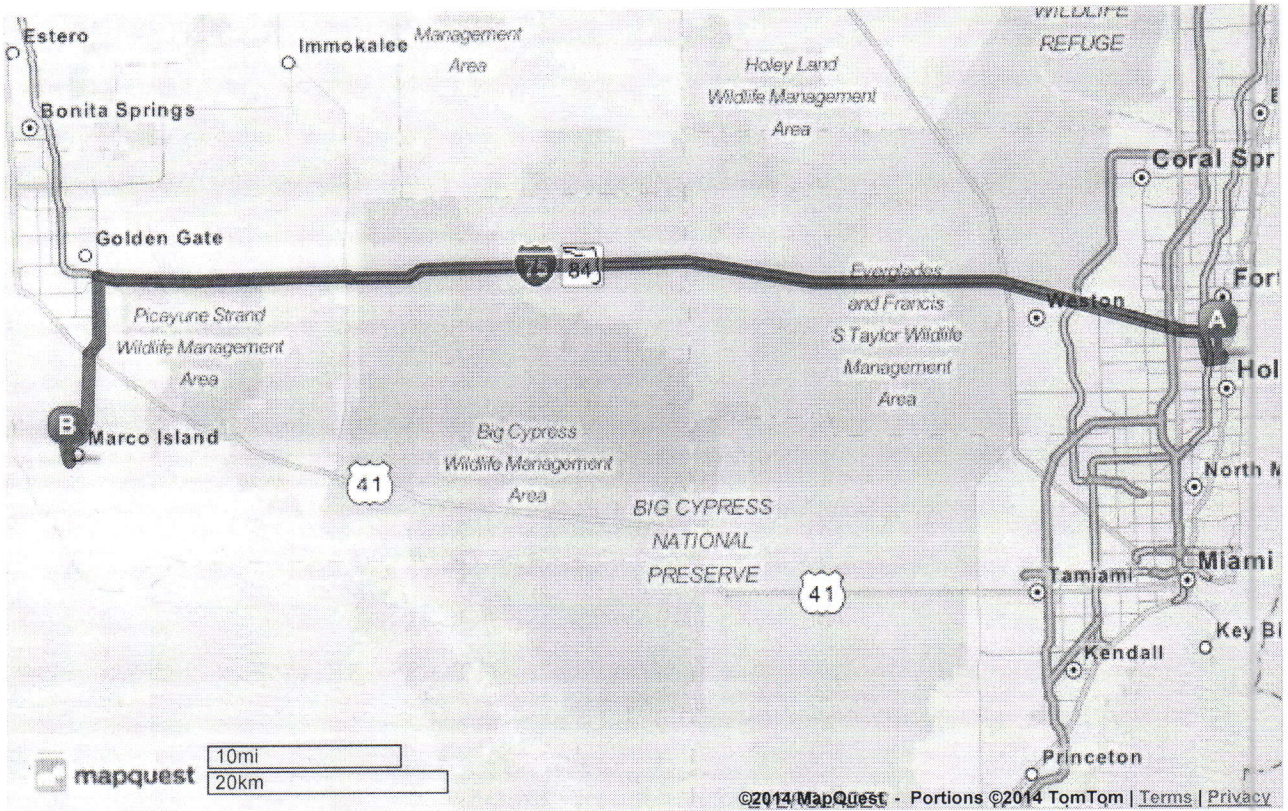


16. **400 S COLLIER BLVD** is on the **right**. [Map](#)
*Your destination is 0.2 miles past Maple Ave
If you reach Spruce Ave you've gone about 0.2 miles too far*



400 S Collier Blvd, Marco Island, FL 34145-5304

Total Travel Estimate: **116.49 miles - about 1 hour 53 minutes**



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